



## WHAT IS ONTARIO BASIC SKILLS?

It's a program which helps adults prepare for a better future in the workplace. They can develop and improve their reading, writing and math skills, begin to work with computers, find the right jobs or qualify for better ones. It's a part of the Ontario government's program to improve the skills of Ontarians and keep us competitive with the rest of the working world.

## WHO IS THE PROGRAM FOR?

It's available, at no cost, to adults 25 years or older who are residents of Ontario and who are eligible to work here. It's for people who need to improve their basic skills to get the jobs they want or to get into the training programs they need.

## WHERE IS THE TRAINING OFFERED?

Colleges of applied arts and technology throughout Ontario offer most training, but some unions and employer associations offer training too. To find

the nearest program, call the **HOTLINE** (1-800-387-5656) or your local college. Ask for the Ontario Basic Skills program.

## HOW DOES THE PROGRAM WORK?

The program is divided into three parts: Training Readiness, Academic Upgrading, and Job Search. A person can take as many parts as he or she needs.

## TRAINING READINESS

Training readiness comes first. A counsellor helps the person to decide the starting point of his or her training, what kinds of jobs he or she might want, and how to qualify for them. Together they come up with a training plan - the courses needed to meet the person's occupational goals.

## ACADEMIC UPGRADING

This can include courses in the following areas:

- reading and writing, up to grade 12;
- math skills, up to grade 12;
- science and technology skills up to grade 12;

- basic computer skills;
- technical skills, including "hands-on" experience;
- life and work adjustment skills.

## JOB SEARCH

Job search assistance is important for people heading back into the job market. Trainees find out how to write résumés, fill out application forms, do well at interviews, and follow up on job leads.

## HOW LONG DO COURSES LAST?

Each person's program is individual and flexible depending on his or her training needs. But most courses last no more than 16 weeks. Students can attend full time or part time.

## ACCESS TO ONTARIO BASIC SKILLS

Ontario Basic Skills is open to all who qualify. Tuition fees and costs of materials are paid for by the Ontario Ministry of Skills Development. Support allowances may help to pay for childcare while the person is in class. Students

may get financial help for transportation from their place of work or residence to the training location.

Assistance is also available for those who need to live away from home in order to take courses.

## WHAT'S THE FIRST STEP?

If you, or someone you know, wants to start the Ontario Basic Skills program, get in touch with the Ontario Basic Skills Office at your local college of applied arts and technology. The staff will be happy to help you. Or call the toll-free **TRAINING HOTLINE** (1-800-387-5656).



## LA FORMATION DE BASE UN COUP DE POUCE VERS L'AVENIR

